

Job Announcement

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Opening Date:	March 19, 2015	Closing Date:	April 2, 2015
Job Title:	Courtroom Clerk	Position Type:	Regular Full Time
PIN:	089082, 059482	FLSA Status:	Non-Exempt
Location:	Circuit Court for Montgomery County Rockville, Maryland	Grade/Entry Salary:	J07 \$32,674 - \$38,760
		Financial Disclosure:	No

Essential Functions: The Courtroom Clerk provides administrative assistance to Circuit Court Judges and Masters. This position administers all oaths to jurors, witnesses, and interpreters, takes notes and generates necessary paperwork in accordance with the rulings of the court, updates all court files- to include civil, criminal, family, and juvenile cases, and inputs data as needed to complete court files. The incumbent also ensures that proceedings of court activity are recorded in a clear, concise, and legible manner to be used for permanent docket, assists in the jury selection process; conducts roll call of all jurors, records number of strikes taken by each attorney, maintains a list of all jurors selected and communicates with Jury Commissioner, assignment office, detention center personnel, and the Clerk of the Court as necessary. This position may require unscheduled overtime and performs other duties as assigned.

Education: High School Diploma or GED.

Experience: Three years of clerical experience to include:

A) One year of experience working in a trial or appellate court

or

B) One year of experience in the fields of criminal justice, parole and probation, legal, or other related fields where knowledge of court procedures, rules, regulations, court and legal terminology is acquired.

Preferred: Knowledge of Proficiency in typing, data entry or word processing. Prior experience working with court procedures, court documents, and familiarity with court terminology.

Notes: Applicants may substitute education in any field from an accredited college or university for up to two years of the required **clerical experience** at the rate of thirty semester credit hours for each year of experience. In addition, applicants may substitute education in criminal justice, paralegal, or judicial studies from an accredited college or university for the required **court experience** at the rate of thirty semester credit hours for each year of experience.

Skills/Abilities: Knowledge and interpretation of court and legal terminology, procedures, laws, rules, and regulations. Ability to communicate effectively with customers and coworkers in a patient and tactful manner, convey directions, instructions and information. Ability to work independently with significant time constraints. Ability to understand and carry out complex instructions. Ability to pay attention to detail. Ability to multitask and compose work using proper grammar, punctuation and spelling. Math skills necessary to calculate fees. Ability to use independent judgement to discern and record pertinent information. Ability to operate a personal computer and software programs (e.g. Microsoft Word and Excel). Ability to lift up to 40 lbs. using proper lifting techniques. Ability to perform all essential functions of this position.

All applicants must complete a Maryland Judiciary Employment Application to be considered for this position (unsigned applications will not be accepted).

Materials must be received in the Human Resources Office at the address below by 4:30p.m. on the closing date. The Human Resources Department will not be responsible for applications/resumes sent to any other address.

Circuit Court for Montgomery County
Montgomery County Judicial Center
50 Maryland Avenue
Rockville, MD 20850
ATTN: Barbara H. Meiklejohn, Clerk of Court

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check and is required to submit a completed Maryland Judiciary employment application. Employees must be United States citizens or eligible to work in the United States.